

Retention and Classification Report

Agency: Murray (Utah) (679)

5025 South State Street
Murray, UT 84107
801 264-2664

Records Officer Jennifer Kennedy

22733	Accounts payable
18173	Annexation petitions
14258	Building plans, nonresidential
14257	Building plans, residential
27354	City cemetery interment record
27294	City council minutes
05962	City maps
10270	Civil Service Commission minutes
01952	Individual earnings record
10271	Insurance Commission minutes
27332	Ordinances
10272	Personnel Administration Board minutes
10273	Personnel files
14861	Polychlorinated Biphenyls (PCB) Records
25208	Publications
27824	Redevelopment Agency minutes
27291	Resolutions
10269	Safety council minutes
27362	Utah Community Progress Books

AGENCY: Murray (Utah)

SERIES: 22733

3

TITLE: Accounts payable

DATES: 1996-

ARRANGEMENT: Numerical

DESCRIPTION:

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 1.

AUTHORIZED: 03/30/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Murray (Utah)

SERIES: 22733

TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Murray (Utah)

SERIES: 18173

3

TITLE: Annexation petitions

DATES: 1956-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain formal written petitions from citizens or municipal department. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION:

Retain for 5 years after resolution of issue

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 1.

AUTHORIZED: 04/06/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records are of historical and administrative significance because they document the annexation of property into city limits and the reasons and considerations behind the annexation.

AGENCY: Murray (Utah)

SERIES: 18173

TITLE: Annexation petitions

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Murray (Utah)

SERIES: 14258

3

TITLE: Building plans, nonresidential

DATES:

ARRANGEMENT:

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use of the contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION:

Retain 7 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 6, Item 14.

AUTHORIZED: 05/22/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

AGENCY: Murray (Utah)

SERIES: 14258

TITLE: Building plans, nonresidential

(continued)

APPRAISAL:

AGENCY: Murray (Utah)

SERIES: 14257

3

TITLE: Building plans, residential

DATES:

ARRANGEMENT:

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use of contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION:

Retain 1 year after completion of construction and final inspection.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 6.

AUTHORIZED: 05/28/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after completion of construction and final inspection and then transfer to State Archives with authority to weed.

AGENCY: Murray (Utah)

SERIES: 14257

TITLE: Building plans, residential

(continued)

APPRAISAL:

Historical

These building plans are being retained as a representative sample.

AGENCY: Murray (Utah)

SERIES: 27354

3

TITLE: City cemetery interment record

DATES: 1874-

ARRANGEMENT: Numerical by burial number.

DESCRIPTION:

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

AUTHORIZED: 12/28/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1874 and continuing to the present. Retain in Office permanently and then microfilm.

Microfilm master: For records beginning in 1874 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1874 and continuing to the present. Retain in Office permanently.

Microfilm duplicate: For records beginning in 1874 and continuing to the present. Retain in State Archives permanently with authority to weed.

AGENCY: Murray (Utah)

SERIES: 27354

TITLE: City cemetery interment record

(continued)

APPRAISAL:

Administrative Historical

The interment register has permanent value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Murray (Utah)

SERIES: 27294

3

TITLE: City council minutes

DATES: 1903-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of the Murray city council. The summarize discussions at council meetings and document all actions and decisions of the council. Information includes date and time of meetings, names of those present.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Murray (Utah)

SERIES: 27294

TITLE: City council minutes

(continued)

APPRAISAL:

Administrative Historical Legal

Minutes contain a fundamental history of city government and document the city's accountability to its citizens.

PRIMARY CLASSIFICATION:

Public

AGENCY: Murray (Utah)

SERIES: 5962

3

TITLE: City maps

DATES: 1918-

ARRANGEMENT: Alphanumerical by

DESCRIPTION:

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 8.

AUTHORIZED: 07/25/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Old maps provide historical information about Murray City.

AGENCY: Murray (Utah)

SERIES: 5962

TITLE: City maps

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Murray (Utah)

SERIES: 10270

3

TITLE: Civil Service Commission minutes

DATES: 1990-

ARRANGEMENT: None

DESCRIPTION:

These bound volumes contain the minutes of the monthly meetings of the Civil Service Commission which covers the Police and Fire Departments (UCA 10-3-1005).

RETENTION:

Retain 20 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Murray (Utah)

SERIES: 1952

3

TITLE: Individual earnings record

DATES: 1943-1977; 1979-

ARRANGEMENT: Chronological, thereunder alphabetical by name

DESCRIPTION:

Individual earnings record. These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years after date of employment or until microfilmed and then destroy provided microfilm has passed inspection and or until 3 years after retirement or death.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

Digital image: Retain in Office until microfilmed.

AGENCY: Murray (Utah)

SERIES: 1952

TITLE: Individual earnings record

(continued)

APPRAISAL:

Administrative

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

PRIMARY CLASSIFICATION:

Private

AGENCY: Murray (Utah)

SERIES: 10271

3

TITLE: Insurance Commission minutes

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Retain 20 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

AGENCY: Murray (Utah)

SERIES: 27332

3

TITLE: Ordinances

DATES: 1903-

ARRANGEMENT: Numerical by ordinance number.

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 11/19/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Murray (Utah)

SERIES: 27332

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Murray (Utah)

SERIES: 10272

3

TITLE: Personnel Administration Board minutes

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Retain 20 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
Minutes document the history and administrative decisions of Murray City.

AGENCY: Murray (Utah)

SERIES: 10272

TITLE: Personnel Administration Board minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Murray (Utah)

SERIES: 10273

3

TITLE: Personnel files

DATES: 1990-

ARRANGEMENT: Alphanumerical by name

DESCRIPTION:

These files are the official files for all municipal employees and usually include the original job application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

AUTHORIZED: 03/10/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after separation or retirement and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

APPRAISAL:

Administrative

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

PRIMARY CLASSIFICATION:

Private

AGENCY: Murray (Utah)

SERIES: 14861

3

TITLE: Polychlorinated Biphenyls (PCB) Records

DATES: 1979-

ARRANGEMENT: Alphabetical by PCB Case File

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Records used to comply with the Environmental Protection Agency requirements (40 CFR Part 761, 1992) on testing, storing, and disposal of Polychlorinated Biphenyls (PCB). PCB is any chemical substance that is limited to the biphenyl molecule that has been chlorinated to varying degrees or any combination of substances which contains such substance. Files include PCB certified test reports, annual reports, disposal records, certificates of destruction and disposal contractor agreements.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Legal

This disposition is based on recommendation of the agency and the specific requirements of 40 CFR 761.180.

AGENCY: Murray (Utah)

SERIES: 14861

TITLE: Polychlorinated Biphenyls (PCB) Records

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Murray (Utah)

SERIES: 25208

3

TITLE: Publications

DATES: 1962-

ARRANGEMENT: chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Murray or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include Annual Report (1962-63).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/12/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public

AGENCY: Murray (Utah)

SERIES: 27824

3

TITLE: Redevelopment Agency minutes

DATES: 1982-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of the redevelopment agency. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." An official agenda is also included.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

AGENCY: Murray (Utah)

SERIES: 27824

TITLE: Redevelopment Agency minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Murray (Utah)

SERIES: 27291

3

TITLE: Resolutions

DATES: 1906-

ARRANGEMENT: Chronological to 1940 thereafter numerical by resolution number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: 10/21/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Murray (Utah)

SERIES: 27291

TITLE: Resolutions

(continued)

Digital image: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Murray (Utah)

SERIES: 10269

3

TITLE: Safety council minutes

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Retain 20 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Murray (Utah)

SERIES: 27362

3

TITLE: Utah Community Progress Books

DATES: 1978-1986

ARRANGEMENT: Chronological, thereunder by topic

ANNUAL ACCUMULATION:

DESCRIPTION:

Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 01/13/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

The Murray City scrapbooks provide valuable research material to document the history of the city.

AGENCY: Murray (Utah)

SERIES: 27362

TITLE: Utah Community Progress Books

(continued)

PRIMARY CLASSIFICATION:

Public